

Assistant Director for Operations

10 July 1953

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Chief, [REDACTED]

Comment on Personnel Office

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1. The weakest point in the personnel program is the placement function. An operating section is completely dependent on an assigned placement Officer's proficiency in the field of placement and his interest in his assigned operating group. Over the past two years [REDACTED] has been assigned four placement officers. Of these only one consistently applied the techniques of professional placement and realistically referred applicants best suited to each type of position in the Division. This meant that the majority of files that were received for consideration were sufficiently qualified for [REDACTED] request an interview. Other placement officers have appeared to be a medium of routing files, 50% of which are of little or mediocre interest or with surface qualifications. Another observation is that applicant files with the qualifications desired by [REDACTED] have not been referred to the Division. Many files which would have been of interest at a critical time of recruiting have been seen long after their initial "shopping". This may be corrected by the reorganization of the Personnel Division into one entity.

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2. The Central Processing Section appears to be gaining in experience and efficient organization, but the following observations still seem warranted:

- a. Personnel assigned to the section do not seem adequately versed in the myriad ramifications of foreign travel.
- b. Scheduled appointments are rarely kept, causing the traveler to waste more time in waiting than is spent in processing.

25X1A7b

3. [REDACTED] perforce carries the burden of employee records, PER's career service, Division personnel statistics and the essential and greatest part of personnel relations work. [REDACTED] would not wish to have this completely centralized since it is an integral part of effective Division Management.

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4. The following is the list of [REDACTED] personnel spending any portion of their time on personnel matters. This is exclusive of time

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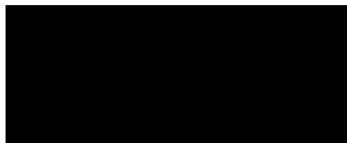
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and attendance clerks and the Chiefs of the Division, Staffs, Branches, and Bureaus whose responsibilities require continuous attention to personnel problems:

a. Departmental

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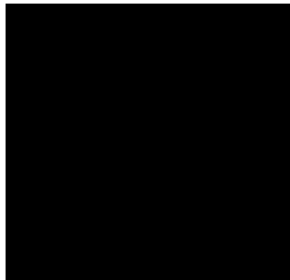


Asst Adm Officer,		GS-11	70%
Admin Assistant,		GS-9	40%
Secy-Steno, Admin Staff		GS-5	15%
Secy-Steno, Admin Staff		GS-5	15%


b. Field

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Adm Asst,		GS-9	15%
Adm Asst,		GS-7	25%
Adm Asst,		GS-7	25%
Adm Asst,		GS-9	25%
Adm Asst,		GS-9	25%
Info. Sp,		GS-11	10%
Info. Sp,		GS-9	10%
Adm Asst,		GS-9	25%

 25X1A9a

AMW:bjs

O & 1 - Add
1 - Admin file
1 - AMW

~~EYES ONLY~~

~~SECRET~~
Security Information

ER-4-2892

~~EYES ONLY~~
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~~CONFIDENTIAL~~

1 July 1953

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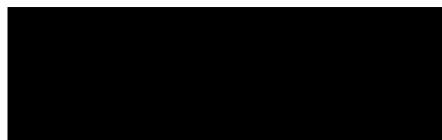
MEMORANDUM FOR: Assistant Director for Operations

SUBJECT: Personnel Office

1. I am currently conducting a survey of the Personnel Office in an effort to determine its effectiveness, and whether the agency is properly organized for the most effective personnel management. Fundamental to this survey is the service which the Personnel Office furnishes to all components of the agency. Consequently, I am requesting that you furnish me on an EYES ONLY basis an objective statement of whether the service furnished your office by the Personnel Office is satisfactory and, if not, those matters which are not satisfactory.

2. As a further aid in this survey, would you indicate for me the exact number of individuals in your office (name, title and grade), including any on divisional or branch level, who spend any portion of their time handling personnel matters. This is obviously not meant to include division or branch chiefs who would handle personnel matters as a normal function of their executive responsibility.

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